

February 14, 2008 (COST AMOUNTS MODIFIED 2/13/2012)

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – New and Updated Criminal History
Procedures

<p>IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.</p>

MorphoTrak is implementing a new applicant processing system in conjunction with the new contract that goes into effect on March 15, 2008. The following paragraphs provide critical information related to the transition between the two contracts. Please ensure that personnel responsible for processing the criminal history record checks are familiar with all the details and requirements to facilitate a smooth transition.

The fee schedule for LiveScan fingerprinting is as follows:

NEW APPLICANTS FOR EMPLOYMENT:

New applicants requiring the state and federal criminal history record check will be charged a reduced rate of \$67.50 payable to MorphoTrak at time of scheduling.

ARCHIVE SUBMISSION PROCESS:

Applicant LiveScan Fingerprinting for paid employees who are eligible for the “Archive Submission Process” will pay a reduced fee of \$32.55 which includes the \$10.00 administrative fee.

UNPAID VOLUNTEERS:

Unpaid volunteers will be processed by state and federal authorities at a reduced cost of \$26.00 payable to MorphoTrak at time of scheduling.

The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees. The requesting educational facility must complete the MorphoTrak Universal Form using the following information in the designated fields:

- (1) Originating Agency Number – **NJ930100Z**
- (2) Category – **EDV**

- (3) Statute Number – **N.J.S.A. 18A:6-7.2**
- (4) Reason Fingerprinted – **Public School Employment or Nonpublic School Employment (Cannot use “volunteer” in this field)**
- (5) Document Type – **VB1**
- (6) Payment – **Volunteer pays fee of \$26.00**

Other fields remain unchanged.

Educational facilities who exercise their option to submit unpaid volunteers for the criminal history record check must be aware of the penalties stated in N.J.S.A.18A:6-7.5 for noncompliance with the provisions of the statute. The submission of a paid employee for the criminal history record check as an unpaid volunteer constitutes a criminal act.

Please note: **VOLUNTEER PRINT IMAGES WILL NOT BE RETAINED BY THE NJ STATE POLICE. THEREFORE, YOU WILL NOT BE NOTIFIED IF NEW ARRESTS OCCUR SUBSEQUENT TO APPROVAL.**

ONLINE ACCESS TO APPLICANT APPROVAL DATES AND PROCESS CONTROL NUMBERS (PCN):

Effective December 24, 2007, educational facilities, authorized school bus contractors, employees and applicants may access approval dates and PCN information on the department Website at <http://www.nj.gov/education/educators/crimhist/>. Applicant or employee approval dates are available for the current year and four years prior. Approval letters are printed on Wednesday of each week and update the department Website with approval information on Friday of that week. When on the Website, click on “Criminal History Record Check Status.” Enter the social security number and if approved, the screen will display the name, approval date, PCN, county, district/contractor and school codes on each approval for that individual. If the criminal history background check is not complete or if there is an issue with the record check, a message will be displayed “Status information is not available. Please contact the Criminal History Review Unit at 609-292-0507.”

CRIMINAL HISTORY APPLICATION FORMS:

An updated MorphoTrak form may now be accessed on the department Website. The form is a PDF file. Updated Question and Answer information and Chief School Administrator letters may also be accessed on this site.

RJC/CHC/cc/chief.school.admin.ltr.Sagem fee reduction new procedures

c: Members, State Board of Education
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